

OCTOBER 26, 2021



REQUEST FOR PROPOSALS

MI TRI-SHARE CHILD CARE PROGRAM

DEADLINE FOR SUBMISSIONS:
12:00PM (NOON) ON NOVEMBER 17, 2021

CONTACT:
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SECTION I OVERVIEW

THE OPPORTUNITY

The Michigan Women's Commission (MWC), located within the State of Michigan's Department of Labor and Economic Opportunity (LEO), is issuing this Request for Proposals (RFP) to lead regional program management of the MI Tri-Share Child Care Program (Tri-Share). Through Tri-Share, the cost of child care is shared equally by an employer, the employee, and the State of Michigan, with coordination being provided regionally by a facilitator hub (hub). Grants are being awarded to cover the state portion of the child care costs and regional administration. The MWC anticipates selecting six regional partners and awarding up to \$300,000 for each site for a period covering December 20, 2021, to September 30, 2022.

The MWC seeks to secure four qualified entities (referred to herein as "Facilitator Hubs" or "Hubs") to provide regional administration for the MI Tri-Share Child Care Program including but not limited to:

- Recruiting and partnering with employers
- Partnering with child care providers
- Assisting employees with finding available child care
- Providing program administration

The MI Tri-Share Child Care Program is an innovative approach to increasing access to high quality, affordable child care for working families. Tri-Share helps employers retain talent and remove one barrier to employment. The program is implemented by three existing facilitator hubs, including Saginaw ISD, Goodwill Industries of West Michigan, and United Way of Northwest Michigan. The program will expand services to six additional facilitator hubs.

Preference will be given to proposals to expand the pilot *beyond* the following counties, as they are serviced by an existing facilitator hub:

Antrim, Arenac, Bay, Benzie, Charlevoix, Colhoun, Clare, Emmett, Gladwin, Gratiot, Grand Traverse, Isabella, Kalkaska, Lake, Leelanau, Manistee, Mason, Midland, Missaukee, Muskegon, Newaygo, Oceana, Ottawa, Saginaw, Wexford

PURPOSE

The MWC is requesting proposals from interested parties to be facilitator hubs that will fulfill administrative responsibilities, recruit employers to participate in the program, and partner to work toward long-term sustainability. Respondents must have a strong understanding of the child care market and existing relationships with employers and child care providers. The role of the facilitator hub is to act as an intermediary between employers, families, and child care providers, and provide overall program management. The facilitator hubs must assume fiduciary responsibility and possess the capacity to carry out their responsibilities to coordinate and perform administrative activities, communicate goals, and ensure families have access to personalized support to find child care that meets their needs. Throughout the duration of the grant, the facilitator hubs will work closely with the MWC, as all final decisions about the

program's strategic direction and vision will be made by the MWC.

This pilot program aims to learn:

- The level of interest from employers in subsidizing the cost of care for employees.
- How to structure the program to work best for employees, employers, and the State of Michigan.
- How to structure payments to allow federal Child Care Development Block Grant (CCDBG) funds to be used long term.

SCOPE OF SERVICES

Utilizing no more than 12% of the award, which amounts to \$36,000, the MWC seeks to secure Facilitator Hubs to provide for the regional administration of Tri-Share, including but not limited to:

Recruiting and partnering with employers

- Hub recruits local employers to participate in Tri-Share.
 - Each region must recruit at least five employers.
 - To the extent possible, facilitator hubs should recruit diverse employers including employers of different sizes and in different industries.
- Hub assists employers in identifying and recruiting eligible employees.
- Hub collects employer portion of child care costs.
- Hub communicates with employers if employees are no longer enrolled in a licensed child care provider or are no longer making employee contributions.

Partnering with child care providers

- Hub partners with local child care providers selected by participating employees.
- Hub creates payment policies that align as closely as possible with child care providers' payment policies. Payments from the state, employers and employees must come directly from the hub.

Assisting employees with finding available child care

- Hub partners with employers to define eligible employees.
 - Employees must have incomes at or above 186% of the Federal Poverty Level (FPL) and not be eligible for the Child Development and Care Program (commonly called the child care subsidy) and must have income levels at or below 285% FPL.
 - Hubs may request a variance from MWC if higher income eligibility is requested.
- Hub creates promotional materials for employers.
- Hub ensures eligible employees have personalized support to select a licensed child care provider that meets their needs. This support can be provided by the hub directly or by an existing child care resource and referral agency, such as Great Start to Quality Resource Centers.
- Hub ensures employees not eligible for Tri-Share receive support accessing child care and financial services through the Child Development and Care subsidy program.
- Hub monitors participation and ensures (to the maximum extent possible) that Tri-Share

remains fully enrolled.

- Employee selects a licensed child care provider that meets their needs.

Providing program administration

Provide regional program support, including:

- Define payment policies, coordinate, and administer billing and fees between child care providers, employers, employee, and the State of Michigan.
- Facilitate communication among all stakeholders.
- Maintain contact lists for all employers, child care providers, and employees participating in the program.
- Define a process to remove employers or employees from the program if a participant ceases to make financial contributions to the facilitator hub.
- Provide the MWC with updated program information to be used for marketing materials.
- Process special information requests from the MWC, such as metrics and success stories.
- Participate in scheduled update calls with the MWC.
- Provide monthly written summary of progress, outlining work accomplished during the previous reporting period.
- Participate in an evaluation and support efforts to assess outcomes and make program improvements.

REPORTING REQUIREMENTS AND PERFORMANCE MEASURES

To ensure quality delivery of Tri-Share, facilitator hubs are responsible for participating in scheduled check-in calls and submitting Monthly Narrative Progress Reports and Monthly Financial Reports to the MWC. Report templates will be provided.

To demonstrate regional program success, facilitator hubs must be able to track and report monthly on the following anticipated performance measures including, but not limited, the number of participating employers, number of families served and number of participating child care providers; employer size and industry type, type of child care being supported for participating employees, funds (both grant and leveraged dollars) used to implement the program, barriers encountered in the implementation of the program in your region, and feedback from participating employers, employees and providers.

SECTION II

PROPOSAL FORMAT

REQUIRED PROPOSAL COMPONENTS

Respondents are encouraged to be innovative in their proposed design and delivery as facilitator hubs of the MI Tri-Share Child Care Program. The following proposal components outline the requirement for this RFP:

- Business Organization and History
- Scope of Services
- Competence, Experience, and Staff Capacity
- Budget/Budget Narrative

Business Organization and History

State the full name, address, phone number, and contact person for Respondent organization and, if applicable, the branch office or other subordinate element that will perform, or assist in performing, the work. Indicate whether it operates as an individual, partnership, or corporation; if as a corporation, include the state in which it is incorporated. If appropriate, the proposal must state whether the organization is licensed to operate in the State of Michigan.

Scope of Services

Please provide a narrative description of the Respondent organization's ability, capacity, and plan to deliver the *Scope of Services* in each area below as described in Section I above:

- Recruiting and partnering with employers
- Partnering with child care providers
- Assisting employees with finding available child care
- Providing program administration

Competence, Experience, and Staff Capacity

Describe the prior experience of the Respondent organization that may be considered relevant to the successful accomplishment of the scope of services defined in this RFP. Include sufficient detail to demonstrate the relevance of such experience. In this section, proposals submitted should include descriptions of qualifying experience that include project descriptions, costs, and starting and completion dates of projects successfully completed.

The Respondent must be able to staff a project team which possesses talent and expertise in the field of the requirements of this RFP. Identify staff leads assigned by name and title. Include experience and any other appropriate information regarding the work team's qualification to implement the scope of services. Show where the project team will be physically located during the time they are engaged in the work. Indicate which of these individuals is considered key to the successful completion of the work. Resumes of qualifications should be supplied for proposed project personnel.

Include the name and telephone number of person(s) in the Respondent organization authorized to expedite any proposed grant with the MWC.

Include any other information that is believed to be pertinent, but not specifically asked for elsewhere.

Preference will be given to organizations with existing work in the child care field and experience with child care providers and infrastructure.

Budget/budget narrative

A comprehensive budget covering the grant period is required. Please complete the appropriate section of Attachment A: Proposal Template, which includes components such as personnel, fringe benefits, indirect costs, travel, supplies and materials, contractual services and other. The Budget Narrative must thoroughly describe how the planned expenses and requested funding support the scope of services.

PROPOSAL FORMAT

The proposal narrative is limited to a 10-pages, single spaced, single side 8.5 x 11 page with 12-point Arial font, using one-inch margins.

**SECTION III
RFP PROCESS AND TERMS AND CONDITIONS**

TIMELINE FOR GRANT PROPOSAL AND AWARD

Proposals must be submitted to the contact person listed below via email by 12:00 PM (NOON) on November 17, 2021.

Contact: Cheryl Bergman, Executive Director
Michigan Women's Commission
517-249-7777
BergmanC1@michigan.gov

All respondents will be contacted regarding their status and/or potential grant award per the following schedule:

DATE	ACTIVITY
October 26, 2021	RFP Posted
November 17, 2021	Deadline for Submission
December 17, 2021	Awardees Notified
December 20, 2021 – September 30, 2022	Grant Period

ELIGIBLE RFP RESPONDENTS

Examples of eligible Respondents include, but are not limited to:

- Early childhood organizations and organizations currently partnering with child care providers
- Workforce Development Organizations
- Economic Development Organizations
- Business and Industry Associations
- Education and Training Providers
- Non-Profit Organizations
- Community-Based Organizations
- Labor Organizations

PROPOSALS

To be considered, Respondents must submit a complete response to this RFP by noon on Friday, November 17, 2021. No other distribution of proposals is to be made by the Respondent. Respondent's proposal must be submitted in the format outlined below. There should be no attachments, enclosures, or exhibits other than those required in the RFP or considered by the Respondent to be essential to a complete understanding of the proposal. Each section of the proposal should be clearly identified with appropriate headings.

The Technical Proposal must be **signed physically or electronically** by an official of the Respondent authorized to bind the Respondent to its provisions. The proposal must include a statement as to the period during which it remains valid; this period must be at least ninety (90) days from November 17, 2021. The rates quoted in the budget must remain firm for the period indicated in Section II.

Each proposal should be prepared simply and economically, providing a straightforward, concise description of the Respondent's ability to meet the requirements of the RFP. Emphasis should be on completeness and clarity of content.

SELECTION CRITERIA

Respondents will be rated on evidence of the capacity, commitment, and experience to carry out program management responsibilities; the ability to provide match and/or in-kind support; the experience of the selected facilitator hub; and a plan for decision-making and internal communications. Preference will be given to those respondents who can demonstrate experience and active participation in the state's child care system.

Responses to this RFP will be evaluated based upon a three-step selection process. The proposal must address the requirements described in Section II of this RFP.

The first step is an evaluation of which proposals satisfactorily meet the requirements of this RFP.

Step I – Evaluation for Compliance

- a) *Proposal Content* – Proposals will be screened for technical compliance to include but not limited to:
 - Timely submission of the proposal.
 - Proposal, Budget, and Budget Narrative clearly identified.
 - Proposal signed physically or electronically by an official of the Respondent authorized to bind the Respondent to its provisions.
 - Proposals satisfy the form and content requirements of this RFP.

Step II – Criteria for Satisfactory Proposals

- a) During the second step of the selection process, proposals will be considered by a Joint Evaluation Committee ("JEC") comprised of individuals selected by the MWC. Only those proposals that satisfy the requirements described in this RFP, as determined is the sole discretion of the JEC, will be considered for evaluation in Step II. The JEC reserves the right to request additional information from any Respondent.
- b) *Competence, Experience and Staffing Capacity* – The proposal should indicate the

ability of the Respondent to meet the requirements of this RFP, especially the quality, and recent projects similar to that described in this RFP. The proposal should indicate the competence of the personnel whom the Respondent intends to assign to the project, including education and experience, with particular reference to experience on projects similar to that described in this RFP.

- c) *Delivery of Scope of Services* – The proposal should indicate the ability of the Respondent to execute the Scope of Services as described in Section I above.
- d) During the JEC's review, Respondents may be required to make oral presentations of their proposals to the JEC. These presentations provide an opportunity for the Respondents to clarify the proposals. The MWC will schedule these presentations, if required by the JEC.

Step III – Criteria for Satisfactory Budget/Budget Narrative

- a) Based on what is in the best interest of the State of Michigan, the MWC will award the Grant considering value, quality, and the ability to meet the objectives of this RFP, of proposals that were approved as a result of this three-step evaluation process.
- b) The MWC reserves the right to consider economic impact on the State when evaluating proposal budgets. This includes, but is not limited to, job creation, job retention, tax revenue implications, and other economic considerations.
- c) The award recommendation will be made to the responsive and responsible Respondents who offer the best value to the MWC and the State of Michigan. The Respondents offering the best proposal that meets the objectives of the RFP will determine best value.
- d) The MWC reserves the right to award to another "best value" Respondent in case the original Respondent does not accept the award, or to multiple Respondents.

SCORING CRITERIA FOR PROPOSALS

	EXEMPLARY	ADEQUATE	NEEDS IMPROVEMENT	MISSING INFORMATION	SCORE
Proposal Compliance (Up To 15 Points)					
Proposal Narrative (Up To 50 Points)					
Budget/Budget Narrative (Up To 35 Points)					
Totals					

ATTACHMENT A
MI TRI-SHARE CHILD CARE PROPOSAL TEMPLATE

Deadline for Submissions: 12:00 PM (NOON) on November 17, 2021

PROPOSAL RESPONDENT INFORMATION:

Respondent Type: [Select Respondent Type](#)

Organization Name: [Click here to enter Organization Name](#)

Contact Name: [Click here to enter Contact Name](#)

Title: [Click here to enter Title](#)

Address: [Click here to enter Street Address](#)
[Click here to enter City, State, and Zip Code](#)

Phone: [Click here to enter Phone Number](#)

Email: [Click here to enter Email Address](#)

Website: [Click here to enter Website](#)

PROPOSAL NARRATIVE: Competence, Experience and Staffing Capacity

Please provide a narrative description of the Respondent organization's *Competence, Experience and Staffing Capacity* pertaining to the management of the MI Tri-Share Child Care Program:

[Click here to enter](#) **Competence, Experience and Staffing Capacity**

PROPOSAL NARRATIVE: Scope of Services

Please provide a narrative description of the Respondent organization's ability, capacity, and plan to deliver the *Scope of Services* in each area below as described in Section I above, including the following:

- Recruiting and partnering with employers.
 - Proposals must include at least five Letters of Intent from employers showing an interest in participating in this pilot.
- Partnering with child care providers.
 - Preference will be given to those respondents who can demonstrate active participation in an existing child care system and understand the needs within the community, including availability of child care.
- Assisting employees with finding available child care provider slots.
- Providing program administration.

Click here to enter **Scope of Services**

BUDGET/BUDGET NARRATIVE

Please provide a budget and budget narrative to cover the costs to deliver the services stated in the proposal for a period covering December 20, 2021, through September 30, 2022:

**Budget should only include use of administrative and in-kind funds (funds allocated for cost of child care services are fixed at 88%, or \$264,000 of total budget)*

	Grant Funds	Cash Match	In-Kind Match	Totals
Child Care Services	\$264,000			
Salaries/Personnel				
Fringe Benefits				
Travel				
Materials and Supplies				
Contractual Services				
Other				
Totals				

Please include below narrative descriptions for all items included in the budget above:

Salaries/Personnel

**Please include time commitments for personnel in terms of full-time equivalents, half time equivalents, quarter time equivalents, etc.*

Click here to enter **Salaries/Personnel**

Fringe Benefits

**Calculate percentage of Salaries above*

Click here to enter **Fringe Benefits**

Travel

Click here to enter **Travel**

Materials and Supplies

Click here to enter **Materials and Supplies**

Contractual Services

**Please include any services that you may contract outside of your organization in order to administer the pilot*

Click here to enter **Contractual Services**

Other

Click here to enter **Other**